



**CITY OF KEY WEST  
CIVIL SERVICE BOARD  
(305) 809-3770**

**AGENDA  
CITY OF KEY WEST CIVIL SERVICE BOARD  
FEBRUARY 15, 2012 – 5:30 p.m.  
CITY HALL – LEGAL DEPT. CONFERENCE ROOM  
3128 FLAGLER AVE – HABANA PLAZA**

- I. MEETING CALLED TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. APPROVE MINUTES  
NOVEMBER 16, 2011 REGULAR MEETING
- V. NEW BUSINESS
  - A. REPORT ON 1/18/2012 FIRE EXAM
  - B. REPORT ON 2/8/2012 FIRE EXAM REVIEW SESSION
  - C. RATIFY 1/18/2012 FIRE EXAM SCORES
  - D. NEXT SCHEDULED CSB ACTIVITIES:
    - Police Exam – May 16, 2012
    - Regular Meeting – June 20, 2012
- VI. OTHER BUSINESS
- VII. ADJOURN

IF ANYONE DECIDES TO APPEAL ANY DECISION MADE BY THE BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT THIS TIME OR HEARING, HE/SHE WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. (FLORIDA STATUTE SECTION 286.0105)

**\* ADA Assistance: It is the policy of the City of Key West to comply with all requirements of the Americans with Disabilities Act. The facility is accessible. For sign language interpreters, assistive listening devices, or materials in accessible format, please call the TTY number at 305-809-1000 or the ADA Coordinator at 305-809-3951 at least five business days in advance.**

**CITY OF KEY WEST**  
**CIVIL SERVICE BOARD**  
**REGULAR MEETING MINUTES OF**  
**NOVEMBER 16, 2011**  
**ADA CONFERENCE ROOM – CITY HALL 525 ANGELA STREET**

***BOARD MEMBERS PRESENT:***

Ray Limbert, Chairperson  
Tim Atwell  
Mark Albury  
George Cabanas  
Thomas D. Mack

***STAFF PRESENT:***

Claire Hurd, Clerk

**I. MEETING CALLED TO ORDER**

The meeting was called to order at 5:30 p.m. by Chairman Limbert.

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

The Clerk called the roll. Chairman Limbert, Board Members Mark Albury, Tim Atwell, George Cabanas and Tommy Mack were present. There was a quorum.

**IV. APPROVE MINUTES**

Mr. Cabanas moved to approve the minutes of the August 17, 2011 meeting. Passed unanimously.

**V. NEW BUSINESS**

**A. Schedule of 2012 Meetings**

The Clerk recommended that meetings be scheduled for the 3<sup>rd</sup> Wednesday on quarterly dates, with an adjustment in June, to facilitate timely approval of police exam scores – as reflected in the proposed schedule contained in the agenda package.

(Clerk's note: Approved meeting dates are February 15, June 20, August 15 and November 14th.)

Mr. Cabanas moved to approve the meeting and the test dates. Mr. Mack seconded the motion. Passed unanimously.

**B. Schedule 2012 Police and Fire Exams**

The Clerk reported that the police chief had approved the police test date and the fire chief had approved the fire exam dates, as listed in the proposed schedule contained in the agenda package. (Clerk's Note: Approved Fire Exams dates are January 18 and July 18, 2012, Police Exam May 16, 2012.)

The Clerk commented that the IAFF contract is being re-negotiated and that may affect the number of candidates who take the fire exam.

**C. Next scheduled activities**

Fire Exam – January 18, 2012

Regular meeting – February 15, 2012

**VI. OTHER BUSINESS**

The Clerk commented that she had included in the agenda package a copy of an email from the Human Resources Department, which reported the number of City employees eligible to appeal to the Civil Service Board. She said the information was requested by the Charter Review Board, so she wanted to make the CSB aware of it also.

**VII. ADJOURNMENT**

There being no further business, Mr. Mack moved to adjourn the meeting. Mr. Atwell seconded the motion. Motion passed unanimously. Meeting adjourned at 5:38 pm.

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Claire Hurd, Clerk of the Board



CIVIL SERVICE BOARD  
CITY OF KEY WEST  
PO BOX 1409  
KEY WEST, FL 33041  
(305) 809-3770

**MEMORANDUM**

TO: Chief David Fraga  
FROM: Claire Hurd, Civil Service Board Clerk *CH*  
DATE: January 23, 2012  
RE: Test Results for January 18, 2012 fire promotional exams

Listed below are the preliminary results for the January 18, 2012 fire promotional exams. The CSB rules specify that the passing score is 70 points. It is anticipated that the Civil Service Board will ratify the scores at their next meeting scheduled for February 15, 2012.

<u>CANDIDATE</u>	<u>TOTAL SCORE</u>
<i>Driver</i>	
Keith W. Hernandez	88
Jason S. Klothakis	74
Manuel I. Pichardo	66
Thomas A. Bouchard	65
Brandon S. Kocis	61
Tim L. Anson	60
Brian M. Rose	56
Wesley R. Jones	53
Kyle G. Williams	30
 <i>Captain</i>	
Alan R. Averette	88
Keith J. Sellers	82
Gregory A. Barroso	82
Chris J. Saunders	81
Jacob E. Perry	73
Jason H. Means	62

If you have any questions concerning the exams or scores, please do not hesitate to contact me at (305) 809-3770.

cc: Division Chief Mike Davila, Civil Service Board File

RESOLUTION NO. 12-001

A RESOLUTION OF THE CITY COMMISSION OF THE  
CITY OF KEY WEST, FLORIDA, RE-APPOINTING  
TIMOTHY R. ATWELL TO THE CIVIL SERVICE  
BOARD; PROVIDING FOR AN EFFECTIVE DATE

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY  
WEST, FLORIDA, AS FOLLOWS:

Section 1: That Timothy R. Atwell is hereby re-  
appointed to the Civil Service Board.

Section 2: That this Resolution shall go into effect  
immediately upon its passage and adoption and authentication by  
the signature of the presiding officer and the Clerk of the  
Commission.

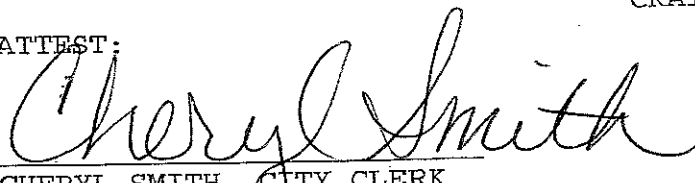
Passed and adopted by the City Commission at a meeting held  
this 3rd day of January, 2012.

Authenticated by the presiding officer and Clerk of the  
Commission on January 4, 2012.

Filed with the Clerk January 4, 2012.

  
\_\_\_\_\_  
CRAIG CATES, MAYOR

ATTEST:

  
\_\_\_\_\_  
CHERYL SMITH, CITY CLERK

RESOLUTION NO. 12-002

A RESOLUTION OF THE CITY COMMISSION OF THE  
CITY OF KEY WEST, FLORIDA, RE-APPOINTING  
GEORGE CABANAS, JR. TO THE CIVIL SERVICE  
BOARD; PROVIDING FOR AN EFFECTIVE DATE

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY  
WEST, FLORIDA, AS FOLLOWS:

Section 1: That George Cabanas, Jr. is hereby re-  
appointed to the Civil Service Board.

Section 2: That this Resolution shall go into effect  
immediately upon its passage and adoption and authentication by  
the signature of the presiding officer and the Clerk of the  
Commission.

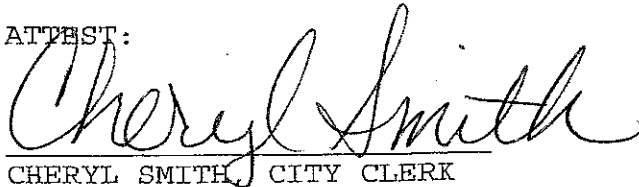
Passed and adopted by the City Commission at a meeting held  
this 3rd day of January, 2012.

Authenticated by the presiding officer and Clerk of the  
Commission on January 4, 2012.

Filed with the Clerk January 4, 2012.

  
CRAIG CATES, MAYOR

ATTEST:

  
CHERYL SMITH, CITY CLERK

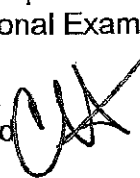


CIVIL SERVICE BOARD  
CITY OF KEY WEST  
PO BOX 1409  
KEY WEST, FL 33041  
(305) 809-3772

## **PLEASE POST**

### **POLICE PROMOTIONAL EXAMS SCHEDULED FOR MAY 16, 2012 AND RECOMMENDED STUDY MATERIALS**

TO: Key West Police Department -- (All potentially eligible candidates  
for Police Promotional Examinations)

FROM: Claire Hurd, Clerk  
Civil Service Board 

DATE: January 25, 2012

RE: May 16, 2012 - Promotional Examinations

In accordance with the Rules and Regulations of the Key West Civil Service Board, **police promotional exams have been scheduled for Wednesday, May 16, 2012 at 2:00 p.m.**

***A list of study materials for each exam (Sergeant and Lieutenant) is attached hereto.***

PLEASE NOTE: A "Study Guide," prepared by this year's testing agent is available for purchase by eligible candidates for \$10 (cash or check) in the office of the Civil Service Board Clerk (the City Attorney's office in City Hall-Habana Plaza). Purchase of the "Study Guide" is not required, but is strongly recommended by the testing agent.

Please email or call me at 809-3772 if you have any questions.

cc: Chief Donnie Lee  
Sandy Gilbert, Human Resources

**RECOMMENDED READING LIST FOR  
POLICE SERGEANT (First Line Supervisor)  
PROMOTIONAL EXAMS TO BE ADMINISTERED 5/16/2012  
(as of February, 2012)**

**THE NATIONAL FIRST-LINE SUPERVISOR TEST STUDY GUIDE**

Printed by Stanard & Associates, Inc. (2011 Version 5.0)

(Available in Civil Service Board Clerk's office for \$10 cash or check, to eligible candidates)

**EFFECTIVE POLICE SUPERVISION by More and Miller (6<sup>th</sup> Ed.)**

Publisher: Anderson Publishing – Elsevier, Inc.

30 Corporate Drive; Suite 400

Burlington, MA 01803

800-545-2522

ISBN: 9781437755862 (6<sup>th</sup> Ed.)

<http://www.elsevierdirect.com>

**CRIMINAL INVESTIGATION by Swanson, Chamelin, Territo and Taylor (11<sup>th</sup> Ed.)**

Publisher: McGraw-Hill Companies, Inc.

PO Box 182604

Columbus, OH 43272

877-833-5524

ISBN: 978-0-07-811152-5

<http://www.mhprofessional.com/>

**POLICE PATROL – OPERATIONS AND MANAGEMENT by Hale (3<sup>rd</sup> Ed.)**

Publisher: Prentice Hall Publishing Co.

1 Lake Street

Upper Saddle River, NJ 07458

800-223-1360

ISBN 10: 0131126342

ISBN 13: 9780131126343

<http://vig.prenhall.com>



COMMUNITY POLICING: PARTNERSHIPS FOR PROBLEM SOLVING

By Miller, Hess & Orthmann (6<sup>th</sup> Ed.)

Publisher: Delmar, Cengage Learning

5 Maxwell Drive

Clifton Park, NY 12065-2919

800-354-9706

ISBN-13: 978-1-4354-8868-7

ISBN-10: 1-4354-8868-7

[www.cengage.com/delmar](http://www.cengage.com/delmar)

BRIEFS OF LEADING CASES IN LAW ENFORCEMENT

By Carmen and Walker (8<sup>th</sup> Ed)

Publisher: Lexis-Nexis Matthew Bender, Inc.

1275 Broadway

Albany NY 12204

800-223-1940

ISBN: 978-1-4377-3506-2

<http://bookstore.lexis.com/bookstore/catalog>

*(CSB Clerk's note: authors names are Rolando V. DelCarmen & Jeffrey T. Walker)*

**RECOMMENDED READING LIST**  
**FOR POLICE LIEUTENANT (Second Line Supervisor)**  
**PROMOTIONAL EXAM TO BE ADMINISTERED 5/16/2012**  
(as of February 2012)

THE NATIONAL SECOND-LINE SUPERVISOR TEST STUDY GUIDE – Published by Stanard & Associates, Inc. (2011 Version 5.0)  
(Available in Civil Service Board Clerk's office for \$10 cash or check, to eligible candidates)

POLICE ADMINISTRATION  
By Swanson, Territo and Taylor (8<sup>th</sup> Ed.)  
Publisher: Prentice Hall Publishing Co.  
1 Lake Street  
Upper Saddle River, NJ 07458  
800-223-1360  
ISBN 10: 0-13-512103-5  
ISBN 13: 978-0-13-512103-0  
<http://www.pearsonhighered.com/>

CRIMINAL INVESTIGATION by Swanson, Chamelin, Territo and Taylor (11<sup>th</sup> Ed.)  
Publisher: McGraw-Hill Companies, Inc.  
PO Box 182604  
Columbus, OH 43272  
877-833-5524  
ISBN: 978-0-07-811152-5  
<http://www.mhprofessional.com/>

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